

Regional Hypertension and Diabetes Coalition

March 14, 2018

12:00 pm – 1:00 pm

EIPH
1250 Hollipark Drive, Idaho Falls

Attendees: James Corbett (EIPH), Jenna Orchard (EIPH), Trudi Poole (EIRMC), Morgan Niel (EICAP), Jeff Crowther (City of Rexburg), Nicole Foster (EIPH), Vonda Smith (phone), Beth Wright (Ashton Senior Center, phone), Dave Klingler (Idaho Diabetes Lion's Club, phone)

Minutes

Agenda item: February Meeting Recap **Presenter:** Jenna

Discussion: The coalition is going to pause from focusing on the community event/fundraiser and focus on building a strong coalition that will be sustainable by creating by-laws and an organizational structure.

Agenda item: Reports from Members/Discussion **Presenter:** Morgan

Discussion: EICAP is holding their annual Senior Safety Fair on May 12th from 11-3. It will be at the College of Eastern Idaho. The event focuses on health, safety, caregivers, and more. There will be multiple vendors, and they are still looking for more. There will also be entertainment. All are invited to attend.

Agenda item: By-laws **Presenter:** James & Group

Discussion: James was able to find an existing coalition's by-laws. The group reviewed and revised those by-laws to fit this coalition. Dues will not be collected to be part of the coalition. The group discussed whether the coalition should focus on ALL chronic diseases or keep the focus narrow on diabetes and hypertension. For right now, the focus will remain narrow, but will add "and other chronic diseases as designated by the coalition" or something similar into the mission statement. Next meeting the group will fine tune the mission statement and vision/goals for the coalition.

Jenna presented two different ways the coalition could be structured in order to give every member purpose and accountability – **Hierarchy Structure:** **Chair** (leads the meeting and is responsible for preparing the agenda, able to appoint members to fill vacancies), **Vice Chair** (fills in when Chair is absent, will take over as Chair the following year), **Secretary** (takes notes at meeting and responsible for distributing meeting minutes), **Treasurer** (responsible for money, gives financial updates), or **Work Group Structure:** Chair, membership vice chair, financial vice chair, meeting planning vice chair, etc. It was decided the coalition will be a combination of both and until numbers increase, individuals might have multiple roles.

Positions were nominated and will be voted on next week. President: Jenna Orchard, Vice President: Pam Wake, Secretary: Trudi Poole, Treasurer: Morgan Niel. Moving forward new leadership will take over in January.

Agenda item: Membership & Future Sponsors **Presenter:** Jenna

There was not enough time to discuss this item sufficiently. The topic will be revisited during future meetings. Jenna will e-mail a list of contacts to all members to be used for recruiting members and sponsors.

Action items	Person responsible	Deadline
Continue recruiting members to serve on the coalition.	Group	On-going

Other Information

Special Notes: Video conference calls will be made available upon request.

Next Meeting: April 11th, 2018 (Every 2nd Wednesday)